**INFORMATION FOR THERAPISTS**

# Reception

Reception is generally covered for a couple of hours every morning and afternoon. Telephone messages are picked up on a daily basis.

# Therapy Rooms

Two large, light, airy therapy rooms complete with sinks, chairs, desks and couches.

One large, light, airy therapy room complete with chairs, desk and couch, but without sink.

One Counselling room with easy chairs.

# Facilities for Patients

Waiting areas downstairs and upstairs

Cloakroom area

# Facilities for Therapists

Free tea and coffee

Free couch roll and tissues

Cloakroom area

# Marketing Initiatives

Website – All therapists are included on [www.thecompletehealthcentre.com](http://www.thecompletehealthcentre.com).

Website wording is at the discretion of The Complete Health Centre and must comply with the ASA guidelines.

Leaflet – All therapists are included at the time of going to print

Marketing – All therapists benefit from Centre marketing initiatives and are included in promotional materials such as price lists, the board outside and the reception display board. We also encourage therapists to bring in their own marketing leaflets which can be displayed in the designated areas.

# Excellent Local Reputation

All therapists benefit from the long standing reputation of The Centre with the public, local GP practices and local companies, where special services are provided such as on-site massage.

# Prices and Booking Terms

## Therapy Rooms (for regular use by practitioners)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Per session Per Calendar** **Month**  |  |  |  | **Booking Times**  |
| Half Day (4 hours) £38.00 £164.00  |   |   |   | 09:00 - 13:00  |
| Half Day (4 hours) £38.00 £164.00  |   |   |   | 14:00 - 18:00  |
| All Day (9 hours) £72.00 £328.00  |   |   |   | 09:00 - 18:00  |
|  |  |  |  |  |

## Extras

For Therapists who have morning, afternoon or all day sessions booked in advance, any additional clients seen over and above the set sessions will attract a charge of **£11.50 per client.** This will be billed at the end of each month. Payment must be received within 14 days of invoice date.

## Adhoc bookings

When the rooms are not booked for regular sessions Practitioners may book adhoc sessions if required. Therapists must check the room availability before confirming with their patients. Adhoc room bookings will be charged at **£13.50 per session** for up to one hour. Any additional time will be charged at a pro-rata rate. Rates for evenings and weekends are available upon request.

## Business rate administration charge

In addition to the monthly room hire charge and extras, adhoc bookings or class fees, there is a nominal £5.00 added to all room rentals each calendar month. This is a very minor amount required from all therapists using the Complete Health Centre and is a contribution towards the costs over and above normal room hire.

## Booking Times

All Practitioners must ensure they keep to the actual times they have booked, or extra charges may apply.

## Holidays

An allowance for Therapists’ holiday leave is already included in the monthly charges stated above, and we do not offer days in lieu except in exceptional circumstances, at the discretion of the Manager.

## Payment Terms

For **Regular** bookings of All Day and Half Day and Evening sessions, payment is to be made monthly by standing order at the beginning of each month.

For all **Adhoc** bookings and rental of the rooms for classes, invoices will be emailed at the end of each calendar month and payment required within 14 days.

As banks now impose charges for the paying-in of cheques, we only accept on-line banking for any payments going in or out of the Centre. Any payments made by any other method will incur the bank charges.

Charges for regular practitioners are calculated on an average monthly basis e.g. a half day rate of £38 x 52 ÷ 12 = £164.

## Changes to Rental of Room

If any changes are made to the rental agreement of the room in terms of reducing hours we require one month’s notice in writing from the Therapist.

If any changes are made by The Complete Health Centre at least one month’s notice will be provided.

## Termination of Renting a Room

To terminate the rental agreement, we require one month’s notice in writing for sessional bookings, one week for ad hoc bookings.

If changes or termination are to be made by the Complete Health Centre one month’s notice will be provided for sessional bookings, one week for ad hoc.

## Insurance

The Complete Health Centre has buildings insurance but each Therapist must ensure they have current insurance which covers their own public and personal liability. The Centre carries no responsibility with regard any claims made by clients/patients who receive treatment/therapy or attend classes at the Centre.

**Email: info@thecompletehealthcentre.com**  **www.thecompletehealthcentre.com**